

Instruction Sheet

This form is for entities applying to the Illinois Commerce Commission for a Certificate of Service Authority to be an Alternative Gas Supplier ("AGS") under Section 19-110 of the Public Utilities Act ("Act") and 83 Ill. Adm. Code 551 ("Part 551") serving residential and/or small commercial natural gas customers. Alternative Gas Suppliers that do not intend to serve either residential or small commercial customers do not need a Certificate of Service Authority from the Commission.

A Docket Number will be assigned after your filing has been made with the Commission.

Part 551, Certification of Alternative Gas Suppliers, details the requirements applicable to an entity seeking to become certified as an AGS in the State of Illinois. The form, which references particular provisions of Part 551 that require certifications or other showings, is only to be used as a tool in the application process; it should not be construed as the official Commission rule. Please review the appropriate sections of Part 551 before agreeing to or certifying compliance with any requirement.

83 Ill. Adm. Code 200, Rules of Practice, provides the Commission's requirements for filings. Contents of all documents must be consistent with the Commission's Rules of Practice.

When applying for a Certificate of Service Authority, the Commission prefers that filings be made electronically via its e-Docket system. The web site for the e-Docket system is provided below. Instructions on using the e-Docket system are also available at the web site.

<http://eweb.icc.state.il.us/e-docket/>

If you do not wish to file electronically, submit your original Application to the address below. The Commission requests that all hard-copy applications include a diskette containing the identical documents in electronic format.

Chief Clerk
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, Illinois 62701

In order to assist Commission Staff in its review of any hard-copy application, applicants are requested to provide the Chief Clerk's office four additional copies of the application and all attachments along with the original required by Commission rule. The applicant should label the four additional copies as follows (handwriting in the upper right-hand corner of the first page is sufficient) in order for the application to be forwarded to the appropriate Staff:

- Manager of Engineering Department, Energy Division
- Manager of Finance Department, Financial Analysis Division
- Consumer Services Division
- Deputy General Counsel, Energy

In addition, Section 19-110(c) of the Act and Part 551, Subsection 551.30(a) require the applicant to publish notice of its application in the Official State Newspaper within 10 days following the filing of the application. The Official State Newspaper through the end of June 2004 is the Edwardsville Intelligencer; its classified advertising department may be reached at (618) 656-4700, extension 27. The fax number for the classified advertising department is (618) 656-7618 and the web site for the newspaper is:

<http://www.goedwardsville.com>

The original of the proof of publication must be sent to the Chief Clerk. It is requested that two copies of the proof of publication accompany the original and that the filing be made as soon as possible after publication and in any event within 15 days of the application's filing.